

S-E-C-R-E-T

MINUTES OF MEETING  
SUGGESTION AWARDS COMMITTEE  
WEDNESDAY, 17 DECEMBER 1958

On Wednesday, 17 December 1958, at 9:30 a.m. in Room 2601 Curie Hall, [REDACTED], Acting Chairman, chaired the regular meeting of the CIA Suggestion Awards Committee.

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The following were present:

Members

(DD/P)  
(DD/I)  
(DD/I)  
(DD/S)

(DD/P)  
(DD/S)

(Personnel)  
(Security)

(Executive Secretary)  
(SAS)

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Minutes

The minutes of the regular Committee meeting, held on 21 October 1958, were approved.

Chairman's Report

None

Executive Secretary's Report

a. Our record of business as of 12 December 1958 is as follows:

1957 - 1st Qtr.	2
2nd Qtr.	0
3rd Qtr.	1
4th Qtr.	9

1958 - 1st Qtr.	18
2nd Qtr.	25
3rd Qtr.	47
4th Qtr.	103

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- b. Under authority granted the Chairman to resolve and award minimal award cases, \$170.00 was paid out for 13 cases — 10 cash awards and 3 Letters of Appreciation.
- c. Under authority granted the Executive Secretary to resolve cases which have unanimous recommendation for disapproval, duplicates, or "Blue Sky" suggestions, 86 cases were closed out as disapproved for adoption.
- d. The Special Panel met on 16 December 1958 and resolved four cases — all were disapproved for adoption.

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- e. [REDACTED] with the dual purpose of: 1) arranging for an award presentation ceremony for [REDACTED] — an award of \$50.00; and 2) briefing members of the regular Staff Meeting on various aspects of the Suggestion Awards Program.

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- f. [REDACTED] briefed the DD/S on the progress of the Program.
- g. [REDACTED] of the Office of Security Internal Incentive Awards Committee, were briefed on various aspects of the CIA Suggestion Awards Program.
- h. Obtained DD/P approval to send the new suggestion form overseas in an attempt to obtain greater participation by overseas personnel.
- i. Additional publicity initiated through a new poster, "Anniversary" card, check stuffer, and the Support Bulletin articles.
- j. Incentive Awards Program presentation made by Chairman, Suggestion Awards Committee and Recorder, Honor Awards Board at TSS. This was combined with a ceremony for Special Panel award cases — two suggesters each received \$175.00 and one suggester received \$100.00. The Chief, TSS made the following statement:

"Those of us that have come to Government from Industry have noted that there is often a more or less routine-like manner of handling people in Government. The result is that both supervisors and employees alike do not gain the full or proper appreciation of each other's responsibilities and ideas. It is most vital that we use programs such

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"as 'Suggestion Awards' and 'Honor Awards' to the maximum to pull together the supervisor and the employee in a closer understanding of their mutual responsibilities."

- k. The Suggestion Awards Program film script is being drafted and OTR expects to begin actual filming after the first of the year.

Suggestions  
Voted Upon

By unanimous vote on each case, the Committee approved the following action for the suggestions indicated:

<u>Sugg. No.</u>	<u>Total Award</u>	<u>Benefits or Savings</u>
889 )	\$75.00	
2258 )	Divided	Intangible (Slight-Extended)
58-325)	Evenly	
2249	Letter of	Intangible (Slight)
	Appreciation	
2902	Refer to Honor Awards Board (See discussion below)	
58-43	\$15.00	Intangible (Slight-Limited)
58-115	\$25.00	Intangible (Slight-Local)
58-531	Letter of	Intangible (Slight-Limited)
	Appreciation	
58-586	\$50.00	Tangible (\$450.00)
		Intangible (Slight-Local)
59-66	\$600.00	Tangible (\$15,000)
	Circularize	Intangible (Moderate-Broad)
	in one year	
59-78	\$150.00	Intangible (Local-Moderate)
59-151	\$15.00	Intangible (Slight-Limited)
59-162	\$25.00	Intangible (Slight-Local)

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Discussion

Suggestion No. 2902: [REDACTED] the suggester's immediate supervisor, attended the meeting to discuss the suggester's line-of-duty. He pointed out that this suggestion was far above what would ordinarily be expected of the suggester and that it would be considered as so meritorious as to warrant special consideration.

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After [REDACTED] left the meeting, the Committee discussed the advisability of this being an Honor Awards case and everyone felt that the man should be appropriately rewarded for his accomplishment. The vote was to refer this case back to [REDACTED] thru channels with a recommendation that it be considered for Honor Awards consideration. The Committee asked to be advised of the final results.

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Adjournment      The meeting adjourned at 11:40 a.m.

[REDACTED]  
Executive Secretary  
Suggestion Awards Committee

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[REDACTED]  
Acting Chairman /  
Suggestion Awards Committee

22 Dec. 1958  
Date

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